



**CITY OF HAPPY VALLEY
COMMUNITY GARDEN USAGE AGREEMENT**

1. Each primary plot holder will donate a minimum of 6 volunteer hours. Volunteering can be in the form of in-garden labor (helping maintain garden common areas not assigned to plot holders), or by volunteering to assist the following various Community Garden Coordinators:
 - Organization Coordinator: Identify and recruit new garden leaders.
 - Administration Coordinator: Help process applications, assign plots, and assist with the formation of the garden webpage and calendar.
 - Communication and Outreach Coordinator: Communicate with gardeners through e-mail, phone calls or mailing in regard to news, meetings and events. Maintain garden bulletin board. Coordinate garden meetings and activities. Record and track all volunteer hours. Coordinate with local schools regarding student involvement in the community garden.
 - Garden Maintenance and Enforcement Coordinator: Coordinate with the City for repairs, composting and irrigation. Assist with garden meetings and activities.
2. Access hours are dawn to dusk, seven days a week, April 15th thru November 15th of each year.
3. The person whose signature appears on the Community Garden Application is considered the “primary plot holder” and is responsible for assuring that all Community Garden Rules and Regulations are being followed.
4. Guests will be accompanied by the primary plot holder and be supervised at all times.
5. Pets are not permitted in the garden.
6. All existing City of Happy Valley Park Rules shall be followed. See City Ordinance 222.
7. All federal, state, county and City ordinances shall be followed while engaged in any Park activity or on any public premises.
8. Perimeter fences around individual garden plots are not permitted. Exceptions are trellises and wires, not to exceed 6 feet in height, to support climbing plants.
9. No treated wood is allowed in individual plots.
10. Primary plot holders and their guests must provide their own gardening tools. No tools or supplies of any kind may be left unattended in the garden.

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11. Water for irrigation will be provided; however, we ask that each individual use water responsibly. Unattended watering is not permitted.
12. Each primary plot holder is responsible for the maintenance and upkeep of their assigned plot during the garden season.
13. Watering, weeding, harvesting and any other garden related maintenance is the responsibility of the primary plot holder. Walkways surrounding plots shall be clear and free of trash, plant materials, tools and supplies.
14. Planting must be completed by June 15th or the plot may be re-assigned.
15. Invasive annual plants and seeds, trees, shrubs and illegal plants are not permitted in the garden.
16. Vining plants may not be allowed to sprawl into the pathways.
17. Gardeners should give consideration to others by planting tall crops where they will have the least impact on neighboring plots needs for sunlight.
18. Plots should be cared for and maintained regularly and free of weeds. Primary plot holders must notify the Parks Advisory Committee if they are unable to maintain their plot for any length of time.
19. Gardeners are encouraged to fully maximize their plot areas. There will be periodic opportunities for extra produce to be routed to local food banks.
20. Commercial sales of any produce from the City plots are prohibited.
21. The application of non-organic pesticides (insecticides, herbicides and fungicides) is prohibited.
 - Only organic methods may be used. A list of approved materials will be posted on the Garden Bulletin Board.
22. Harvesting of any crops shall be restricted to the primary plot holder; or those persons specifically authorized by the primary plot holder.
23. Plant material, spoiled fruits or vegetables must be put into the City designated compost pile.
24. All trash brought into the garden area is to be carried out of the garden area. No trash cans will be supplied for plot holder's use.
25. At the end of the growing season (November 15th), primary plot holders are responsible for "putting their plot to bed" by removing all plant remnants and sowing a cover crop.
26. Garden plots may **not** be transferred or assigned to another individual, household, group or organization by the plot holder. All assignment or transfer of plots must be done by the Parks Advisory Committee.
27. The City of Happy Valley retains the right to change the Rules and Regulations concerning the Community Garden at their discretion.

PROCESS FOR VIOLATIONS OF ABOVE GARDEN USAGE AGREEMENT

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The Parks Advisory Committee is responsible for ensuring that the rules are followed at all times. Any violation issues will be discussed and acted upon at the Parks Advisory Meeting.

If any plot becomes unkempt through neglect, the Parks Advisory Committee will:

- Submit to the primary plot holder a written 1st Notice of Violation of Community Garden Rules (email is acceptable).
 - Plot holder will have 7 days to correct the violation.
- If violation has not been addressed at the end of the 7 day period:
 - A written 2nd Notice of Violation of Community Garden Rules will be submitted to the primary plot holder (e-mail is acceptable).
 - The plot holder will have 7 days to correct the violation.
- If the violation has not been corrected after the second 7 day period, the garden plot will be subject to re-assignment.

Safety conditions must be maintained at all times:

- If any condition is deemed unsafe by the Parks Advisory Committee, the plot holder will be required to correct the situation or condition immediately. A written notice will be given to the primary plot holder.
- If the condition is not immediately addressed the primary plot holder will relinquish their plot and it will be re-assigned.
- The City of Happy Valley reserves the right to restrict any person's access to the Community Garden based on safety and/or conduct concerns at any time.